



DEI MEMO 19-09

To: KEHP Insurance Coordinators and Human Resource Generalists

FROM: Department of Employee Insurance

RE: ADMINISTRATION MANUAL: 2019 Mid-year Update

DATE: July 3, 2019

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KEHP's Administration Manual has been updated for 2019. This manual is the tool for understanding qualifying events and deadlines along with other policies related to administering KEHP benefits.

The specific updates included are listed and explained in the Admin Manual Changes Log and can be viewed [here](#).

Click [here](#) to see the new updated Administration Manual. Please know that you can contact the Enrollment Information Branch anytime for assistance at 502.564.1205. If necessary, updates and/or revisions to the Administration Manual will be provided every quarter. We welcome your comments and suggestions to improve the document and request that you email [Jessica.Hetrick@ky.gov](mailto:Jessica.Hetrick@ky.gov) for any suggestions you may have.